



## **SYSTEMS ADMINISTRATOR I**

### **DEFINITION:**

Under the supervision of the Chief Technology Officer, performs a variety of information systems administration functions including installing, configuring, and supporting complex operating and server-based systems; monitors and maintains District technology systems including servers, networking, applications, and databases; assists the development of images, deployment of applications and services, technology device management, and advanced technical problem solving; monitors services and applications to ensure availability to system users; assists with the implementation of new and upgraded technologies.

### **DISTINGUISHING CHARACTERISTICS:**

Systems Administrator I is the entry-level classification in the series. Employees at this level work under close supervision and perform work in the maintenance, installation and repair of District technology systems including servers, networking, applications and databases. The Systems Administrator III is the advanced-level in the series. Positions at this level are distinguished from the journey-level Information Systems Administrators, by the greater difficulty and complexity of the analytical tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Installs, configure and deploy server hardware and software, including operating systems, applications, and patches to support and maintain effective network service operations throughout the District.
- Supports, troubleshoots, repairs and maintains server issues and security for enterprise and large scale applications.
- Provides Activity Directory Management assistance to District staff in managing user and computer accounts.
- Troubleshoots, reviews and resolves blocked websites; performs a variety of duties related to filter management.
- Manages, deploys, configures, and maintains servers in a virtualized and traditional environment.
- Assists in creating scripts to monitor systems, diagnostics, resolve issues, and automate routine tasks.
- Provides support for device management including image development, mobile device management, application packaging and deployment.
- Configures systems for high availability including strategies for back-up and recovery, failover, load balancing, and full redundancy.
- Installs server hardware and components such as disks, memory, and other components; models and tests changes to production systems.
- Analyzes and resolves issues, gathers information to identify needs, evaluates systems and network requirements, and
- Diagnoses and resolves complex software, server, and networking issues.
- Supports the District's directory services infrastructure, including hardware configuration and upgrades, group architecture, account maintenance, and authentication for authentication and network access.
- Trains and provides guidance to District personnel.
- Provides general networking, computer, and other technology support as needed.
- Prepares and maintains a variety of records and reports related to assigned activities; provide special reports as requested by various departments.
- Operates a variety of office equipment including a computer and assigned software.

- Drives

Any combination equivalent to: graduation from high school and college level coursework in computer science, information systems or related field and one year experience in the training, programming, use, and installation of server hardware and software.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to view a computer monitor.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally to install servers.

**WORK ENVIRONMENT:**

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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